



SCHOOL ATTENDANCE Policy

Introduction

Almalja Montessori School recognizes that daily attendance at school is essential and, therefore, establishes an attendance requirement. There is a positive correlation between regular attendance and academic achievement. Students need to attend school on daily bases and be in class on time so that optimum educational benefits can be achieved.

This will provide an opportunity for the school and family to discuss the seriousness of the absences and to open lines of communication.

Objectives

- **Promote Regular Attendance:**

Encourage consistent attendance to ensure students fully benefit from the educational programs offered.

- **Foster Punctuality:**

Instil the importance of punctuality in students as a critical aspect of personal discipline and respect for others' time.

- **Early Intervention:**

Identify and address attendance and punctuality issues promptly to prevent academic underperformance and behavioural issues

Responsibilities

- **Students:** Attend school and classes regularly and on time. Inform parents or guardians of any issues that may affect attendance or punctuality.
- **Parents or Guardians:** Ensure their child attends school regularly and arrives on time. Notify the school promptly of any absences and provide the necessary documentation for excused absences.
- **Teachers:** Monitor and record student attendance and punctuality. Report any concerns to the school administration.
- **Administration:** Track and manage attendance records, communicate with parents or guardians regarding attendance and punctuality issues, and enforce the policy.

Sanctions for Non-Compliance

- **Unexcused Absences:**

First Offence: Parent or guardian will be notified, and the student will receive a warning.

Second Offence: A meeting with the parents or guardians will be scheduled to discuss the student's attendance.

Third Offence: The student may be placed on an attendance contract requiring regular monitoring, and additional absences may result in detention or other disciplinary actions.

Excessive Unexcused Absences: Referral to the school Counsellor, potential retention in the current class, or involvement of external agencies if necessary.

- **Tardiness (Late Arrival):**

First Offence: Verbal warning and recording of the late arrival.

Second Offence: Written warning sent to parents or guardians.

Third Offence: Detention or loss of privileges, such as participation in extracurricular activities.

Repeated Tardiness: Implementation of a punctuality improvement plan, which may include after-school detention, mandatory parental meetings, or a behaviour contract.

- **Failure to Comply with Attendance Contract:**

First Violation: Additional disciplinary measures, including extended detention or community service within the school.

Second Violation: Possible suspension or referral to external agencies for intervention, especially in cases of chronic absenteeism.

Support for Attendance and Punctuality

- **Counselling Services:** Students with attendance or punctuality issues may be referred to a Counsellor for support and intervention.
- **Parental Involvement:** Parents or guardians will be involved in addressing and resolving attendance or punctuality issues through regular communication and meetings with school staff.

- **Incentives for Good Attendance:** The school may implement incentive programs, such as awards or recognition, for students who maintain excellent attendance and punctuality records.

Appeals Process

- **Initial Appeal:** Parents or guardians who believe there has been an error in the recording of attendance or tardiness, or who disagree with the sanctions imposed, may submit an appeal in writing to the school administration within a specified timeframe.
- **Review Process:** The school administration will review the appeal and make a determination within a specified period.
- **Final Appeal:** If the issue is not resolved to the satisfaction of the parents or guardians, a final appeal can be made to the Board of Trustees. Their decision will be final and binding.

General information on resolution taken by the school with regards to pupils' arrival and departure time.

School operating hours:

NURSERY AND PRIMARY SECTIONS

A- Monday to Thursday

Arrival Time:	7:00am - 7:59am
Late (arrival):	8:00am - 8:20am
Departure Time (Preschool/Nursery):	2:30pm
Departure Time (Primary):	4:00pm
Late (pick up):	4:30pm

B- Friday (Arrival & Departure Time):

Arrival Time:	7:00am - 7:59am
Late (arrival):	8:00am - 8:20am
Departure Time:	2:00pm
Late (pick up):	2:30pm

Note:

Parents who want to embark on a trip while school is in session should please notify the school by writing at least three days before the trip so that all that is necessary for the pupil to keep up with his/her lesson could be adequately arranged. Whosoever cannot keep to the above schedule or has an acceptable excuse should forward such in writing for proper consideration.